



Office of Instructional Services
13300 W. 6th Avenue
Lakewood Colorado 80228
303-914-6269

Department Chair Meeting
March 11, 2014
2:30-4:00
Red Fox Room

MINUTES

PRESENT:

Bob Brown, Kelly Circle, Paige Cudworth, Sherry Dewald, Christa Dobbs, Janet Gonzales, Chris Howell, Andrew Johnston, Janiece Knepe, Barb Maher, Pamela Mencher, Bill McGreevy, Delia Ochoa, Rick Reeves, Julie Schneider, Danielle Scholl, Larry Snyder

GUEST:

Linda Crook, Julia Havelick, Dina Hornreich

1. Total Withdrawal

Linda Crook, Director of Financial Aid. Linda began the meeting speaking on the Total Withdrawal process.

Before students make the final decision to withdrawal, Linda would like the students to be aware that there are options that can possibly help the student be successful and finish out their current semester to reach their academic goals. This process will also help with the retention of students.

The Total Withdrawal information is on the Admissions website, just click on “Total Withdrawal”.

2. Library Updates

Dina Hornreich is currently the Interim Library Director, and spoke on the several new resources for faculty and staff available. Dina spoke on the resources that now available through the library. Some of the resources available:

- AspenCat
 - o This is a union catalog. Shared with other Libraries (public, academic, school, and special libraries)
- Credo Reference
 - o Searchable database that finds vetted information
- eBrary
 - o Gives access to over 70,000 ebooks
- Access World News
 - o Gives us access to local, state, national, and international newspapers
- Academic Search Premier
 - o A renowned scholarly resource providing superior full-text, academic journals covering the major areas of academic research.
- JStor
 - o A shared digital library of scholarly content
- Mango language learning software
 - o An online language learning system.

Dina and her staff will attend any class to give students all this information, her phone number on campus is: 303-914-6747. Dina also introduced Red Rocks new Librarian, Julia Havelick. Dina handed out chocolate to everyone... thanks Dina, we loved it.

3. Quality Matters Update

The quality matters will be shelved until fall semester. If anyone would like to review please contact Jon and he will be happy to help.

4. Faculty Evaluation - Update from Training

It was decided that the Dean's will have a brown bag meeting to give an update of the Faculty Evaluation training they attended.

5. Staff Development Day

The Staff Development Day will be utilized for the online training session:

- FERPA for Higher Education
- Title IX Awareness and Violence Prevention for Faculty and Staff
- Unlawful Harassment Prevention for High Education Staff
- Workplace Bullying and Violence Prevention

6. Other

Faculty searches in process:

PHY

EDU/ECE

ENG

ECO

PHI

NUR – Failed Search

The Associate Dean of Instruction position announcement went out on March 11th.
Deadline to get in application is on March 21st by 5:00 p.m.

Academic Master Plan – The goal is to have a draft of the Academic Master Plan out to the college by end of April.